UH Creation Process User Guide

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1. Unit Holder Creation Process

The Business Process Execution Language (BPEL) workflow layer of Oracle FLEXCUBE Investor Servicing (FCIS) allows you to define a workflow for handling the Unit Holder creation business.

The front-end user interface of this layer allows you to capture details required for the transactions and sends them to FCIS for processing.

This manual explains the BPEL workflow available in FCIS.

The stages of the BPEL Workflow for the unit holder creation process are:

- Initiation
- Validation/Enrichment
- Verification

In FCIS, a separate menu is provided for the unit holder creation to initiate the BPEL workflow. This manual explains the BPEL workflow for unit holder creation.

This chapter contains the following sections:

- Section 1.1, "Stage 1 - Initiation Stage"
- Section 1.2, "Stage 2 - Validation and Enrichment Stage"
- Section 1.3, "Stage 3- Verification Stage"

1.1 Stage 1 - Initiation Stage

This section contains the following topics:

- Section 1.1.1, "Steps in the Initiation Stage"
- Section 1.1.2, "Invoke UH Maintenance Screen for Stage 1"
- Section 1.1.3, "Individual Details Tab"
- Section 1.1.4, "Corporate Details Tab"
- Section 1.1.5, "Contact Details Tab"
- Section 1.1.6, "Client Preference Details Tab"
- Section 1.1.7, "Identification Details Tab"
- Section 1.1.8, "Bank Details Tab"
- Section 1.1.9, "Intermediary Details Tab"
- Section 1.1.10, "KYC Details Tab"
- Section 1.1.11, "Document Details Tab"
- Section 1.1.12, "Additional Information Tab"
- Section 1.1.13, "Unit Holder Signature Tab"
- Section 1.1.14, "Related Parties Tab"
- Section 1.1.15, "Delivery Details Button"
- Section 1.1.17, "Joint Holder Details Button"
- Section 1.1.18, "Nominee Details Tab"
- Section 1.1.19, "Member Details Button"
- Section 1.1.20, "Alternate Language Details Button"
- Section 1.1.21, "Documents Upload Button"

- Section 1.1.22, "Submit the Transaction to the Processing Hub"
- Section 1.1.23, "Acquire the Task for Further processing"

1.1.1 Steps in the Initiation Stage

In this stage, you can launch the screen to initiate the BPEL process. On launching the screen, the system assigns the BPEL process to your User ID.

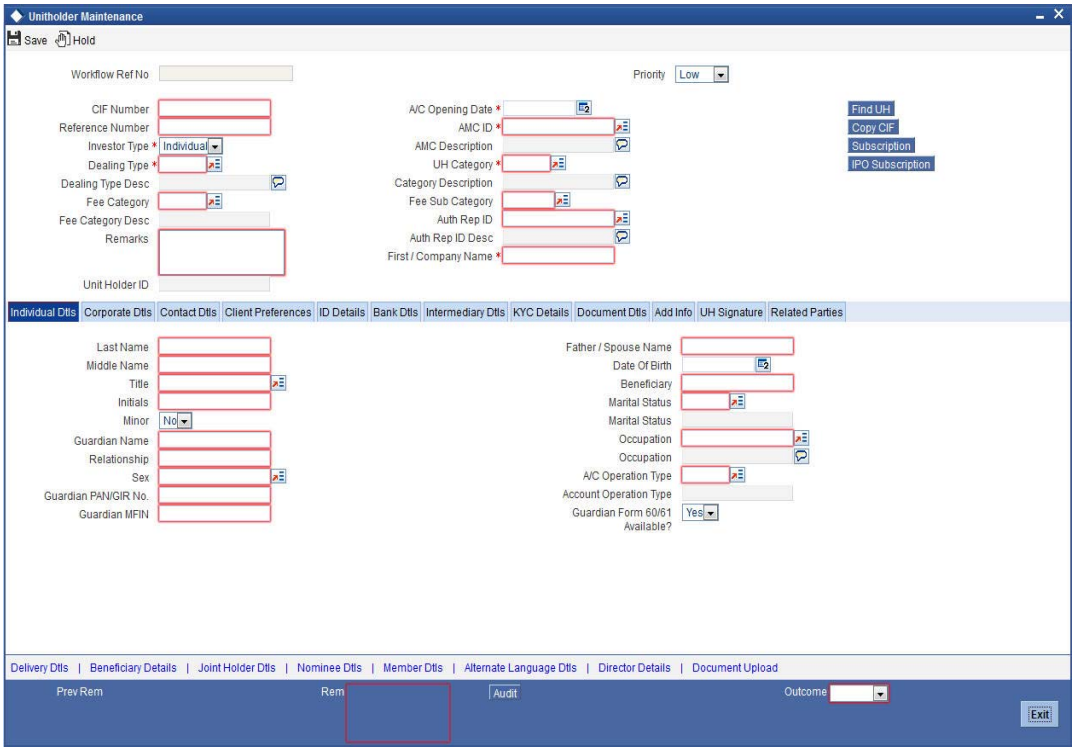
You can perform the following activities in the Initiation stage:

- Enter the unit holder details. It is not necessary to enter all the details during the first stage.
- Put the unit holder creation process on 'Hold' if you want to continue at a later stage. To put the process on Hold, select 'Hold' under 'Actions' menu.
- Select 'Approve' and save the record to proceed to the next stage.

If you 'Reject' the first stage and save, the system terminates the task.

1.1.2 Invoke UH Maintenance Screen for Stage 1

You can invoke this screen by typing 'UTDUHB01' in the field at the top right corner of the Application tool bar and click the adjoining arrow.



You can specify the following fields in this screen:

Workflow Ref No

The system displays the reference number of the workflow.

You can specify the following details in this screen:

Priority

Indicate your priority from the drop-down list.

- Low
- High
- Medium

Unit Holder ID

This is a unique number assigned by the system to each unit holder account. It is generated automatically after you have specified all mandatory details for a new account, and clicked the Save button at the bottom of the Client Information Section (or at the bottom of the Detail screen). All your specifications are validated, and upon successful validation, the generated unit holder ID for the account is displayed.

The logic governing the generation of unit holder ID's would have been defined for the agency branch where you have created the account, in the agency branch maintenance record.

This field is not visible when you are creating a new account in the Detail screen. If you are viewing, editing, deleting or amending a previously created unit holder record, then the ID of the account is displayed here, and is non-editable.

If the unit holder account is being created for a CIF account in FCC, then the unit holder number will be identical to the FCC account number.

CIF Number

Specify the CIF number of the customer for whom you are creating a unit holder account.

When you specify the CIF Number, the name of the corresponding CIF customer is retrieved from the database and displayed alongside the field. Also, the default information from the initial unit holder account created for the CIF account is displayed in the fields of this screen. You can override any of these if necessary, and make necessary specifications.

A/C Opening Date (DD/MM/YYYY)

Specify the date on which you are creating the account.

The application date is displayed here by default, and will be reckoned as the opening date for the account if you do not specify any other date in this field. You can specify an earlier date, if necessary.

Reference Number

This is deemed as a unique alphanumeric identifier for the account. It could be the serial number that is given on the application form through which the investor has invested in the AMC. It could also be any alphanumeric value given by the investor, to identify the account.

AMC/ Distributor ID

Select the code of the AMC/ Distributor in whose funds the investor wishes to invest, from the list provided. You capture this information for the purpose of identifying the AMC/ Distributor to which the unit holder belongs, and in whose database the unit holder account will reside.

Investor Type

Indicate whether you are creating an account for an individual investor or a corporate one, by checking the appropriate radio button.

Dealing Type

Indicate whether the investor wishes to deal with the AMC either directly (as self) or through a designated authorized representative, by choosing the appropriate option from the drop down list.

If you choose the authorized representative option here, then you must specify the ID of the designated authorized representative in the Auth Rep ID field as mandatory information for the account.

If you are maintaining a depositary as a unit holder in the system, you must select the dealing type as 'Depositary'.

Auth Rep ID

For investors dealing through authorized representative, select the ID of the preferred representative using the list button alongside.

Fee Sub Category

From the list provided, select the fee subcategory to be deemed applicable for the investor whose account you are creating.

Remarks

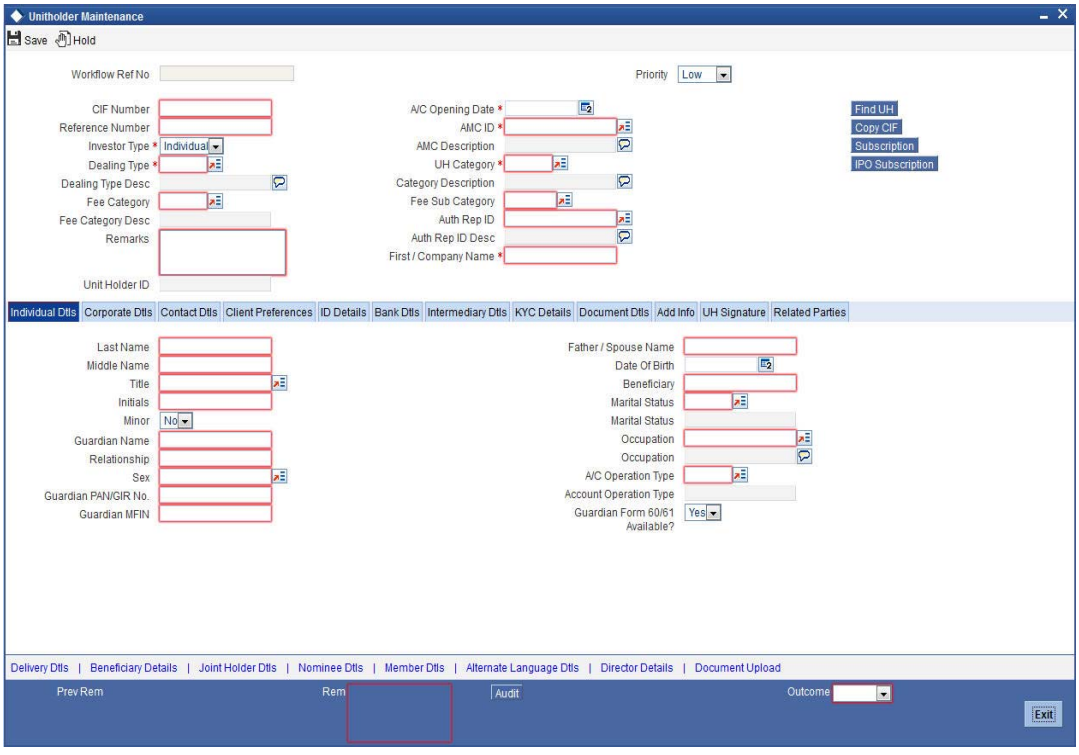
Specify any narrative, or descriptive text, if any, concerning the account.

First / Company Name

In this field, indicate the reasons for which the account is being created, if necessary.

1.1.3 Individual Details Tab

Click on the 'Individual Details' tab.



You can enter the following details:

Title

Select the applicable title for the name of the individual investor from the list provided. If you do not find the option you are looking for in the list, maintain the same in the System Parameters Maintenance Screen.

For further information refer to the chapter 'Maintaining System Parameters' in Volume 1 of Fund Manager user manual.

First Name

Specify the first name of the individual investor.

Middle Name

Specify the middle name of the individual investor.

Last Name

Specify the last name of the individual investor.

Initials

The system uses the first character in the First Name and Middle Name of the Unit Holder and displays it as Initials. You can however, change the initials if required.

For example, consider the investors with names ‘Lee-Ann Burrows’ and ‘Shawn David James Burrows’.

The table below illustrates how the system arrives at the Initials for the above two names:

First Name	Middle Name	Last Name	Initials
Lee-Ann		Burrows	L
Shawn	David James	Burrows	SDJ

Sex

Indicate the gender of the individual investor by choosing either the Male or Female option, as applicable.

The default option displayed in this field is Male, and will be considered to be the gender of the investor if you do not select an option.

Minor

Check this box to indicate that the investor is a minor. If so, you must specify the following as mandatory information for such an investor:

- The date of birth for the same, in the Date of Birth field.
- The name of the designated guardian, in the Guardian field.
- The relationship of the designated guardian with the investor, in the Relationship field.

Guardian Name

Specify the name of the designated guardian for the minor investor.

Guardian Form 60/61 Available?

If you want Guardian Form 60/61 to be available, select ‘Yes’. Else select ‘No’.

Guardian MFIN

In case the unit holder is a minor and the client country parameter is set to “SHOWPANINFO” for your bank, specify the MFIN details of the unit holder’s guardian here.

Marital Status

Indicate the marital status of the individual investor by choosing either the Single or Married option, as applicable.

The default option displayed in this field is Single, and will be considered to be the marital status of the investor if you do not select an option.

A/c Operation Type

Indicate the manner in which the investor wishes to operate the account, from the options in the list provided.

The investor may choose to operate the account in any of the following ways:

- Single
- Joint
- Either or Survivor

If you choose the Joint option, then you must specify the name of at least one of the preferred joint unit holders in the Joint CIF Details section in this screen, you are also allowed to specify the details of the joint account holders in the Joint Unit Holder Details screen which can be invoked by clicking the Joint Unit Holder Details hyperlink which appears once the Joint option is selected. You can modify the account operation type after authorization.

Occupation

Indicate the occupation of the individual investor by selecting the applicable option from the list provided.

Father/ Spouse Name

Specify the name of the father or spouse of the individual investor.

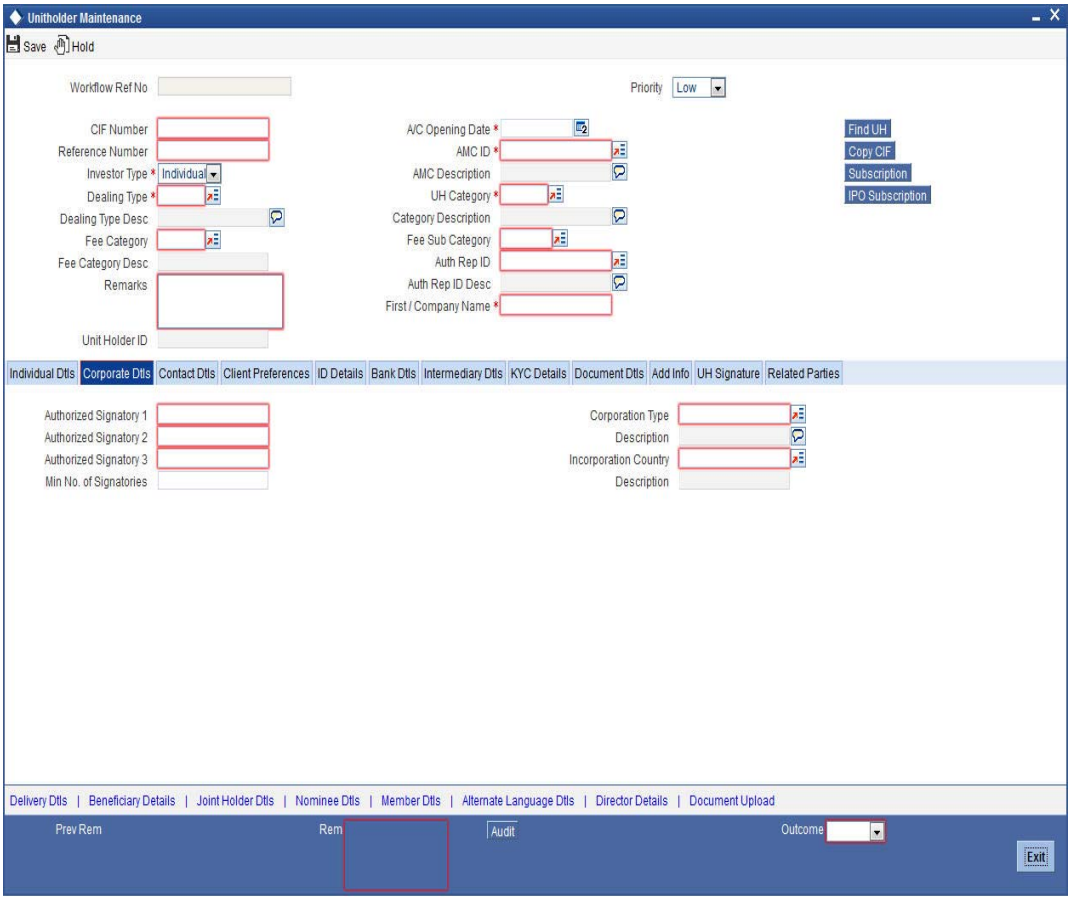
Date of Birth

Specify the date of birth of the investor. Although you need not specify this as mandatory information for non-minor investors, it is recommended that you do so.

You must specify the date of birth as mandatory information for investors that are minors.

1.1.4 Corporate Details Tab

Click on the ‘Corporate Details’ tab.



Here we can capture the following details:

Corporation Type

Select the type of the corporation that the company is to be deemed, from the list provided.

Description

Upon selection of the corporate type, the system displays the description of the specified corporate type.

Minimum No of Signatories

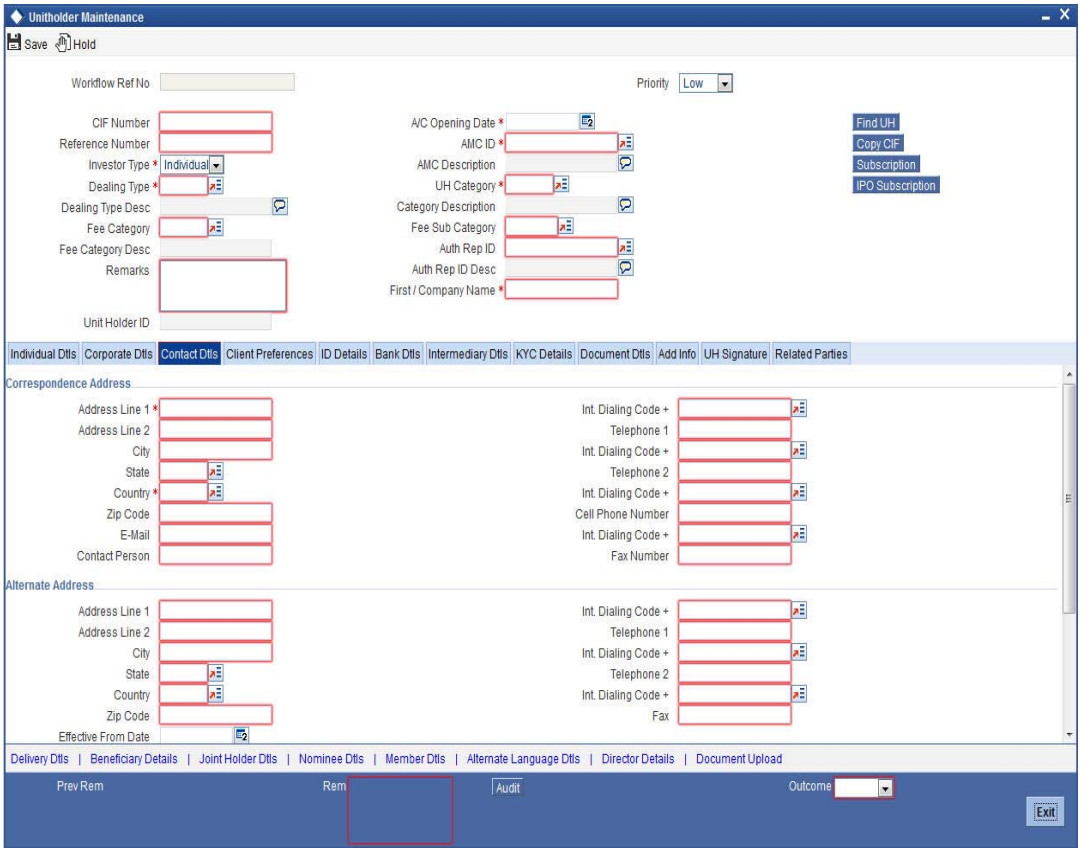
Specify the minimum number of signatories.

Authorized Signatory 1, 2 and 3

Specify the names of any authorized signatories that must be deemed as valid for the company.

1.1.5 Contact Details Tab

Click on the ‘Contact Details’ tab.



Here you can specify the following correspondence address details:

Address Lines 1-2

Specify the default postal address that is to be used for correspondence with the investor.

City

Specify the name of the city of residence of the investor. You can select the city from the drop down list provided. The available options depend on the values defined at the params maintenance. If the city is not available in the list, you can specify the city in the field provided alongside.

The list of cities available in the system will be a one time upload into the system.

Use State Maintenance

Optional

You can select one of the two values from the dropdown list:

- Yes
- No

If you select ‘Yes’, then only the system can accept US state code in ‘State’.

If you select ,’No’, then system can accept any value for ‘State’.

By default, the system displays ‘No’.

State

Specify the state in which the city of residence of the investor is located. You can select the state of residence from the drop down list provided. The available options depend on the values defined at the params maintenance. If the state is not available in the list, you can specify the city in the field provided alongside.

Country

Select the country in which the investor is domiciled, from the drop-down list.

Optional

Check this box to indicate that the specified state is a US (United States) state.

E-Mail

Specify the Email address of the investor.

Zip Code

Specify the zip code of the specified city of residence of the investor.

Contact Person

For corporate investors, enter the name of the contact person at the unit holder office.

Telephone 1-2

Enter the contact telephone numbers of the investor.

Cell Phone Number

Specify the cell phone number of the investor.

Fax Number

Enter the fax number of the investor.

You can enter the alternate address details of the investor:

Address Line 1-2

Specify the default postal address that is to be used for correspondence with the investor

Specify the name of the city of residence of the investor. You can select the city from the drop down list provided. The available options depend on the values defined at the params maintenance. If the city is not available in the list, you can specify the city in the field provided alongside.

The list of cities available in the system will be a one time upload into the system.

Use State Maintenance

Optional

You can select one of the two values from the drop-down list:

- Yes
- No

If you select ‘Yes’, then only the system can accept US state code in ‘State’.

If you select ,’No’, then system can accept any value for ‘State’.

By default, the system displays ‘No’.

State

Specify the state in which the city of residence of the investor is located. You can select the state of residence from the drop down list provided. The available options depend on the values defined at the params maintenance. If the state is not available in the list, you can specify the city in the field provided alongside.

Country

Select the country in which the investor is domiciled, from the drop-down list.

E-Mail

Specify the Email address of the investor.

Zip Code

Specify the zip code of the specified city of residence of the investor.

Fax Number

Enter the fax number of the investor.

Telephone 1-2

Enter the contact telephone numbers of the investor.

Effective From Date

Specify the date that marks the beginning of the period for which the specified alternate address is in effect.

Effective To Date

Specify the date that marks the end of the period for which the specified alternate address is in effect.

The following fields comprise the SWIFT address information, in the SWIFT Address section:

Address Lines 1-2

Enter the SWIFT address of the investor. You can enter up to 4 lines of address information.

City

Specify the city of the SWIFT address for the investor.

Country

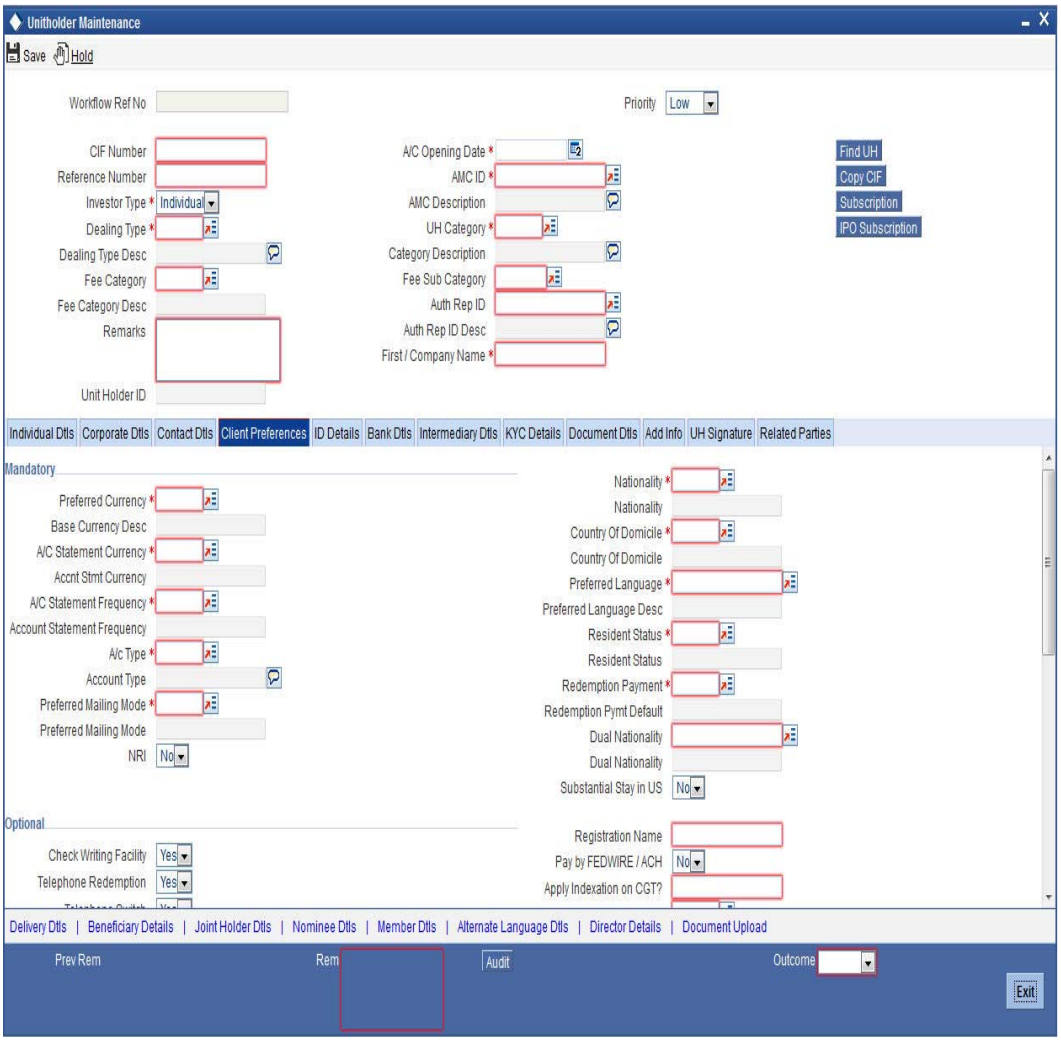
Specify the country of the SWIFT address for the investor.

BICCODE

Specify the Bank Identifier Code (BIC) of the investor.

1.1.6 Client Preference Details Tab

In this section, you specify any preferences indicated by the investor for the purpose of investment and transaction processing. Click on the 'Client Preference' tab.



You can enter the following details:

Preferred Currency

From the list, select the currency in which the investor prefers to transact with the AMC.

The preferred currency is the currency in which the investor or unit holder prefers to make any payments involving transactions or receive any dividend income payments. The currency you select here will be deemed as the default currency for all payments from or to the investor.

The investor can, if need be, choose to transact in a currency different from the one you specify here, for any transaction.

When you specify the country in which the investor is domiciled, in the Country of Domicile field, the currency associated with the specified country is retrieved from the Country Currency Maintenance record in the system and displayed in this field by default. If you do not select any currency here, then the displayed default currency will be deemed as the preferred currency for the investor.

Nationality

From the list, select the nationality of the investor for whom you are creating the account.

When you specify the country in which the investor is domiciled, in the Country of Domicile field, the nationality of the specified country is displayed in this field by default. If you do not make any selection in this field, then the displayed default nationality will be deemed as the nationality of the investor.

A/C Statement Currency

Select the currency for account statements for the investor, from the drop-down list.

The preferred currency for the unit holder that you selected in the Preferred Currency field is displayed here as the default account statement currency. If you do not make any selection, this will be deemed as the account statement currency for the unit holder.

Country of Domicile

From the list provided, select the country where the investor is domiciled.

When you specify the address of the investor, the country (if any) indicated in the address is displayed here by default, as the country of domicile for the investor. If you do not make a selection, then this default country of domicile is reckoned for the investor account in the database.

A/C Statement Frequency

From the list, select the frequency at which the investor wishes to receive periodic statement of accounts from the AMC – this could be monthly, daily, yearly, half-yearly, biweekly, quarterly or weekly.

Preferred Language

From the list, select the language preferred by the investor for correspondence and communication.

A/C Type

From the list, specify whether the account is to be a Voluntary account or a Retired account. Once authorized, this field cannot be modified.

Resident Status

Indicate whether the investor resides in the selected country of domicile or not, by selecting either the Resident or the Non-Resident option.

Preferred Mailing Mode

From the list, select the mailing mode in which the investor prefers to receive correspondence from the AMC.

If you wish to suppress the printing of contract notes in respect of the unit holder during execution of End of Day processes, you must select the ‘File’ option in this field.

Redemption Payment

Select the default mode of payment that is to be used for paying out the proceeds of any redemption transactions for the investor.

The two modes of payment supported in the system are Check and Transfer.

You can specify the following in the ‘Optional’ section of the screen:

Check Writing Facility

You can use this field to indicate that the investor is allowed to avail check writing facility on any funds of the AMC in which the investor holds unit balances.

Typically, in money market funds, investors could be issued deposit slips for subsequent purchases. They could also write checks to any external entity/ individual, which are reckoned

as redemption from the investor account, when produced by the external entity individual, to the AMC.

Pay by FEDWIRE / ACH

Check this box to indicate that payment by FEDWIRE or ACH is to be accepted for the investor.

Telephone Redemption and Telephone Switch

Check either box or both, to indicate that telephonic requests from the investor for redemption or switch transactions must be accepted. If so, and you have checked either or both these boxes, redemption and switch transaction requests with 'telephone' as the means of purchase would be accepted in the system.

All Signatories Sign Required

For joint accounts in which the unit holder is availing the check-writing facility, use this field to indicate whether the signatures of all joint unit holders must be required on issued checks.

ROA Investor

Check this box to indicate that the investor prefers to avail of the Rights of Accumulation facility.

Registration Type

For investors requesting NSCC or Wire Order transactions, indicate whether the registration of certificates issued, if any, must be in the investor's name (Individual Name) or registration name specified for the broker dealer (Street Name).

Registration Name

For street name registrations, specify the registration name to be displayed on the certificates. Typically, this is the dealer name of the corresponding broker dealer.

Transaction Delivery Preferences

Select the transaction delivery preferences from the option list.

You can use this field to indicate whether indexation is to be applied on capital gains tax computation, for the investor. Select this option to indicate application of indexation. Leave it unchecked to indicate that indexation is not applicable.

To indicate application of indexation, you must also specify it as applicable for the capital gains load, when you associate the load with a fund in the Fund Load Setup. Indexation is applied only if it is specified *both* in this Unit Holder New Account screen (for the investor's profile) as well as in the Fund Load Setup, for the fund.

Preferred Fund

The fund you select in this field will be the one from which management fee will be recovered and into which any incentives will be credited.

When an incentive is being credited, the system will first consider the fund you have selected here, in the field 'Preferred Fund'. If you have selected a fund here, the incentive will be credited into this fund. If you have not selected a fund, the incentive will be credited into the fund for which a fund-load mapping has been done.

Consider the following cases during the redemption of a fee:

Case 1 – Periodic Fee maintained at the product level

If the periodic load is maintained at the product level, redemption will happen from the fund indicated here, only if the fund has sufficient balance. If the fund does not have sufficient balance, the system will consider the funds that you have selected through the Management

Fee Applicability screen. For further information on the Management Fee Applicability screen, refer to the chapter **Management Fee** in the **LEP User Manual**.

Case 2 – Period Fee maintained at the fund level

If the periodic load is maintained at the fund level, the redemption will happen in the following manner:

The system will first consider the fund you have selected here, in the field 'Preferred Fund'. If there is sufficient balance, the redemption will happen from this fund. If the balance is not sufficient, or you have not selected a fund (this field being optional), the system will consider the fund for which a fund-load mapping has been done. If there is sufficient balance in this fund, the redemption will be carried out from this fund. If, in this fund, the balance is not sufficient, the system will carry out the redemption from any other fund that the Unit Holder has invested into, in the appropriate ratio.

The funds, from which the fee amount is redeemed, may not be in the same currency. If the funds have different base currencies, the mid rate will be used as the exchange rate to arrive at the amount to be redeemed, in the fee currency.

If the fee needs to be accrued in a certain currency, the transaction will need to be generated in the same currency. Hence, if the base currency of a certain fund is not that particular currency and it does not allow any transaction in that currency, the fund will not be considered for redemption of the fee amount. This can be illustrated with the following example:

The base currency of the fund where the fee is accrued is RAND. After apportioning, the system will generate a redemption transaction in three funds with base currency and the restrictions as follows:

F1: Base Currency – RAND; Allowed Currencies: RAND, USD and GBP

F2: Base Currency – USD; Allowed Currencies: USD, INR and GBP

F3: Base Currency – GBP; Allowed Currencies: USD and GBP

In this case since the fee is accrued in RAND, the redemption transactions need to be generated in RAND. In the above case, F2 does not allow a RAND transaction. The system in such a case will raise an error.

FATF/ Non-FATF

Indicate whether the unit holder resides is a FATF (Financial Action Task Force) or a Non-FATF country.

Place of Birth

Enter the place of birth of the investor. This is mandatory if you have not specified the Tax ID.

Country of Birth

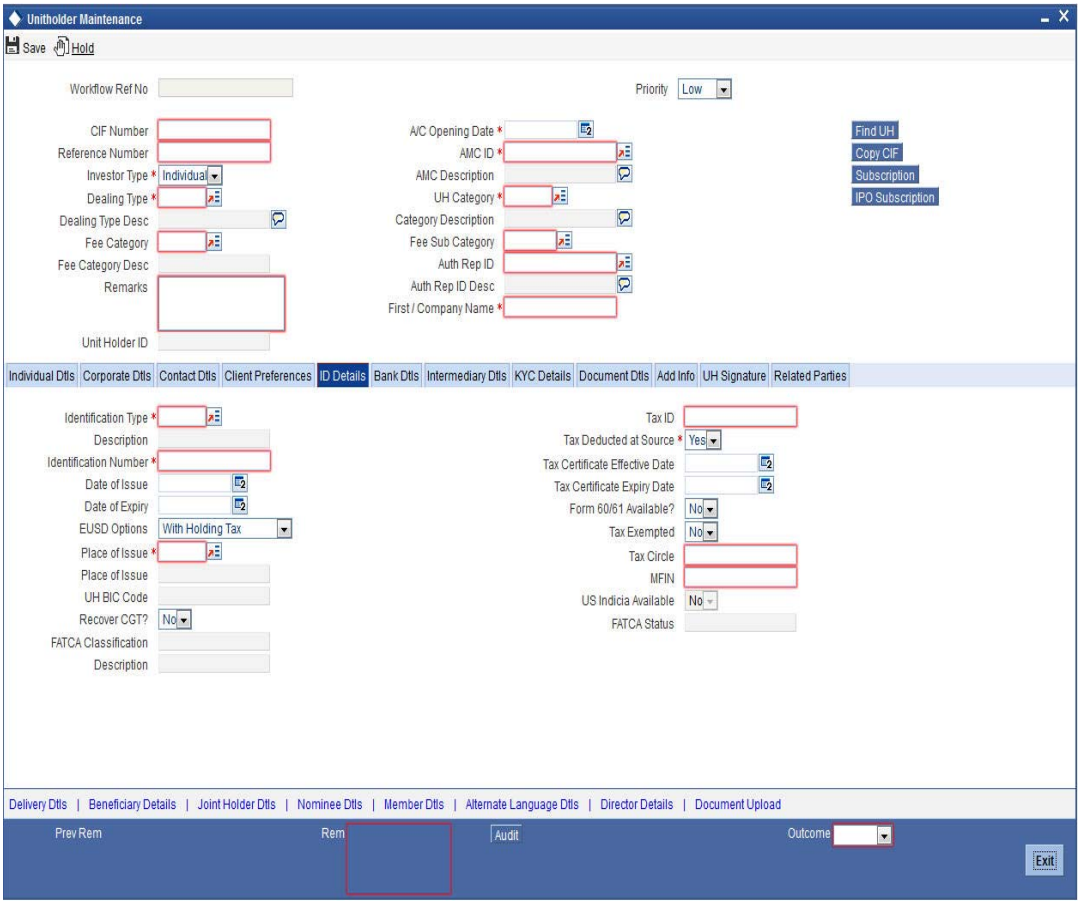
From the list, select the country of birth of the investor. This is mandatory if you have not specified the Tax ID.

For further details, please refer 'Client Preference Tab' section in 'Managing Investor Account' Chapter in Entities User Manual.

1.1.7 Identification Details Tab

In this section, you specify details of any identification provided by the investor. You also indicate the applicability of tax being deducted at source for the investor and the required tax details.

Click on 'ID Details' tab.



Here you can enter the following details:

Identification Type

From the list, select the type of identification that is being provided by the investor. The identification type is the mode in which the unit holder will furnish an identification document or proof, and could be a Personnel ID, License, Birth Certificate, etc. This is used for identifying the unit holder during all subsequent transactions.

You can capture 'NRIC Number' as the identification type for a unit holder account. If you have selected NRIC Number as the Identification Type for the account, you can specify the applicable NRIC Number as the Identification Number. Once authorized, this field cannot be modified.

Identification Number

Specify the number or ID of the identification document or proof that is furnished by the unit holder. Once authorized, this field cannot be modified.

Date of Issue

Specify the date of issue of the identification document or proof that is furnished by the unit holder.

The date of issue that you specify here must not be later than the date of opening the account.

Date of Expiry

Specify the date of expiry of the identification document or proof. It must be later than the date of issue and the application date.

Place of Issue

From the option list, select the place of issue of the identification type. Once authorized, this field cannot be modified.

Form 60/ 61 Available?

If form 60/ 61 is available, select ‘Yes’. Else select ‘No’.

Tax Exempted

You can use this field to indicate that the investor is the recipient of a special exemption from tax. Check this box to indicate such an exemption. If you have maintained any tax details for such an investor, they will be disabled, and not used.

Tax ID

Specify the tax identification number or tax ID for the investor.

You can use this field to capture the PAN Number of the unit holder. For any transactions entered into by the unit holder in any fund, which involve volumes that exceed the Minimum Amount for Tax ID specified in the fund rules, the system validates the availability of the PAN Number.

Tax Circle

Specify the tax circle to which the unit holder belongs.

Tax Deducted at Source

Check this box to indicate that tax must be deducted at source for the investor. By default, this box is checked, indicating that tax is reckoned to be deducted at source. You can uncheck it if necessary.

If you check this box and indicate that tax must be deducted at source, then you must specify the following mandatory information:

- The tax ID of the investor, in the Tax ID field.
- The tax circle that corresponds to the investor, in the Tax Circle field.
- The tax category that corresponds to the investor, in the Category field.

EUSD Option

The EUSD (European Union Savings Directive) option gets defaulted based on either the unit holder’s county of domicile or the segment level default EUSD option. However, you may change this value, if required.

If EUSD option is not applicable at the segment level, then you will not be allowed to specify any option here.

Tax Certificate Expiry Date (DD/MM/YYYY)

Specify the date on which the tax certificate expires. It is mandatory for you to specify the expiry date if you chosen ‘Tax Exemption Certificate’ as the EUSD option.

UH BIC Code

Enter the Bank Identification Code (BIC) of the unit holder, in case of financial institutional unit holders.

MFIN

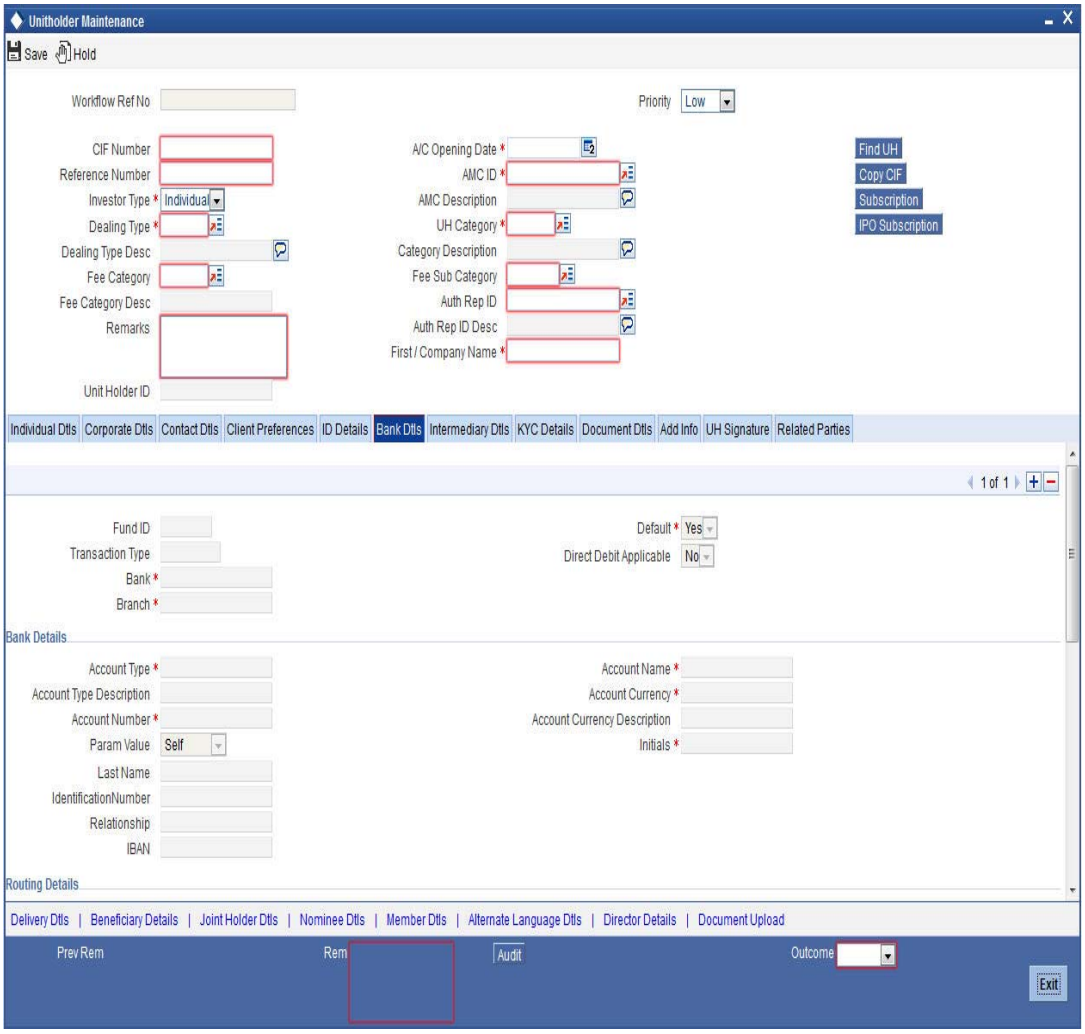
Specify the MFIN details of the unit holder, provided the client country parameter is set to “SHOWPANINFO” for your bank. You will however not be allowed to enter the MFIN details if the unit holder is a minor.

Recover CGT?

Check this option, if the tax on capital gain has to be deducted from the transaction (Redemption, Transfer and Switch).

1.1.8 Bank Details Tab

In this section, you specify details of any bank accounts operated by the investor, which are preferred for transacting with the AMC. Click on Bank Details tab.



For each bank account in each currency, specify the following details:

Fund ID

Select the ID of the fund.

Transaction Type

Select the type of transaction.

The options available are:

- IPO Subscription
- Subscription
- Redemption

Bank

From the list, select the name of the bank in which the account is held.

Branch

From the list, select the name of the branch of the bank in which the account is held.

Direct Debit

Check this option to indicate if whether direct debits are allowed for the account.

Default

Use this check box to identify the bank account that is to be reckoned as the default bank account for the investor in the system. In the desired row, check this box.

Account Type

From the list, select the nature of the account held by the investor. The list provides all account types that have been set up in the Account Type Maintenance records.

Account Currency

Select the currency of the bank accounts that you are designating for the unit holder. You can maintain any number of accounts in each currency; however, you must designate one default bank account for each currency.

Account Number

Specify the number of the account held by the unit holder in the selected bank.

Account Name

Specify the name in which the investor holds the specified bank account.

By default, the system reckons this to be the specified name of the unit holder, and the same is displayed here. It will be accepted into the database as the account holder's name if you do not specify any other.

Last Name and Initials

If you select the 'Account Category' field as 'Self' then the 'Last Name' and 'Initials' will be defaulted.

Account Category

You can select the account type whether it is 'Self' or 'Third Party'.

Identification Type

Select the identification type from the option list.

Identification Number

Specify the identification number of the identification type

If you select the 'Account Category' field as 'Third Party', the system will not verify the third party bank accounts using the details such as Initials, Identification Number and so forth.

FCIS provides the option to capture the bank routing details as well while maintaining the bank details. At the time of transaction input, the routing details specified here are picked up for the combination of fund, transaction type and transaction currency.

You can specify the following Routing Details:

Swift Format

Select the format of the Swift message. The options are:

- MT 103
- MT 202

Bank Charged

Indicate whether the bank charges must be levied upon the beneficiary, the remitter or must be shared between the two.

Beneficiary Account Category

You can enter the following details in the Beneficiary Account Category Section.

Beneficiary

Specify the beneficiary bank.

Beneficiary BIC Code

Specify the BIC Code of the beneficiary bank.

Beneficiary Address1-3

Enter beneficiary address.

Beneficiary Account Number

Enter the account number of the beneficiary.

Beneficiary Code

Enter the beneficiary code.

Beneficiary Information

Enter any other beneficiary information.

Intermediate Details

You can enter the following details in the **Intermediate Details** section of the screen.

Intermediary

Indicate the intermediary bank.

Intermediary BIC Code

Specify the intermediary bank's BIC Code.

Intermediary Address 1-3

Enter intermediary bank's address.

Intermediary Account Number

Enter the account number for the intermediary.

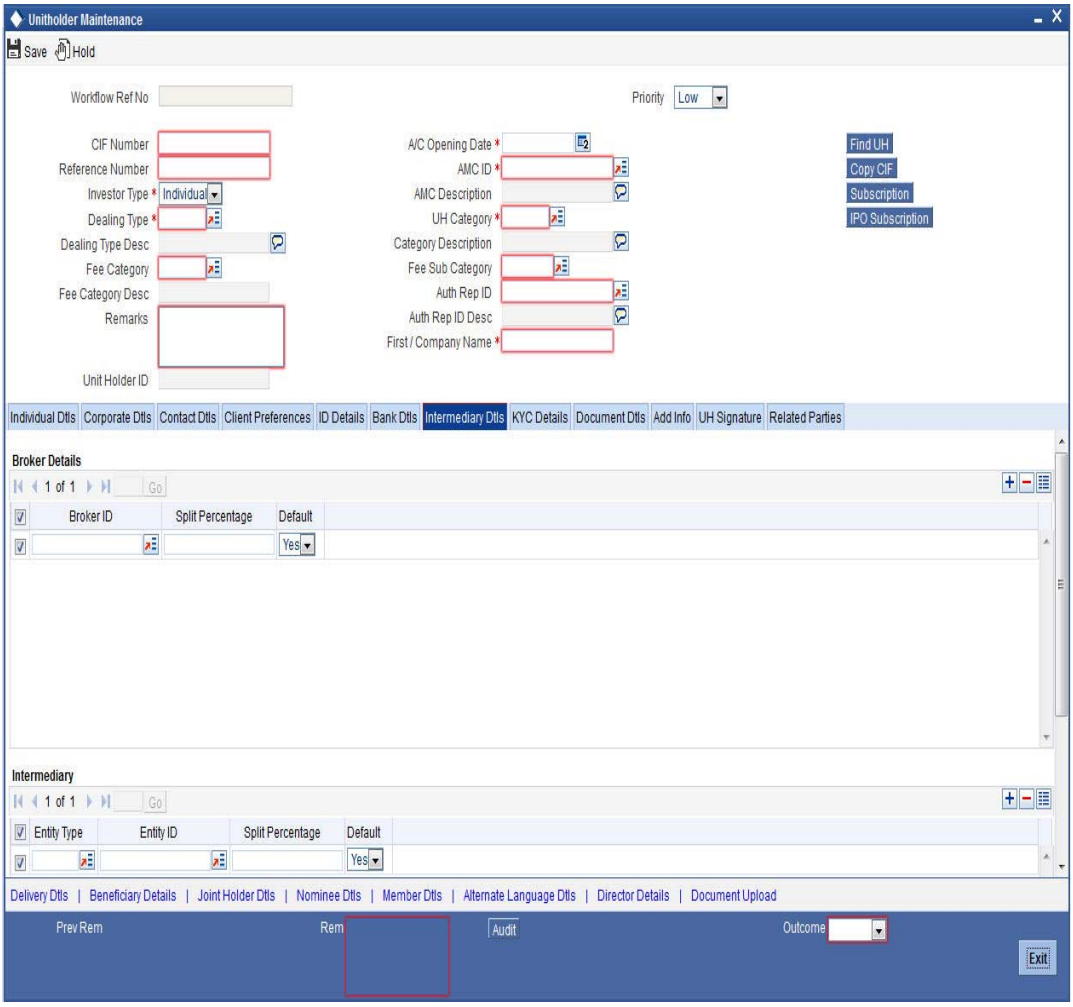
Intermediary IBAN

Specify the IBAN of the intermediary.

1.1.9 Intermediary Details Tab

In this section, specify the intermediaries (with the respective hierarchies) that will represent the investor in transactions with the AMC. You can also specify applicable commission percentages that each is to receive.

Click on the ‘Intermediary Details’ tab.



Here you can enter the following details:

Broker Details Section

Broker ID

From the list, select the broker ID preferred by the investor. The corresponding information regarding the Broker Name and Parent Broker Name will automatically be populated in the adjoining fields on selection of the Intermediary.

Broker can be selected by specifying the broker code or the name (or part of the name) and click on the adjacent option list. System will search for Brokers with Broker code or name having the given search string. In addition system will have a search option based on the Legacy Code in the option list.

Split Percentage

Specify the percentage of the commission that the selected broker is entitled to receive on any transactions put through for the investor.

This percentage must not exceed one hundred percent.

If you specify more than one broker in this section, then the split percentages for all brokers, when summed up, must not exceed or fall below one hundred percent.

Default

Select 'Yes' to identify the broker that is to be reckoned as the default broker for the investor in the system. In the desired row, check this box.

Intermediary Details Section

Entity Type

Select the entity type that has been identified as the intermediary for the transaction.

Entity ID

For each entity type, specify the intermediary in this field. The name of the selected intermediary is displayed in the Entity Name field.

While entering a transaction, system will default the intermediary specified here. However, you can override the defaulted value.

Split Percentage

Specify the percentage of the commission that the selected intermediary is entitled to receive on any transactions put through for the investor.

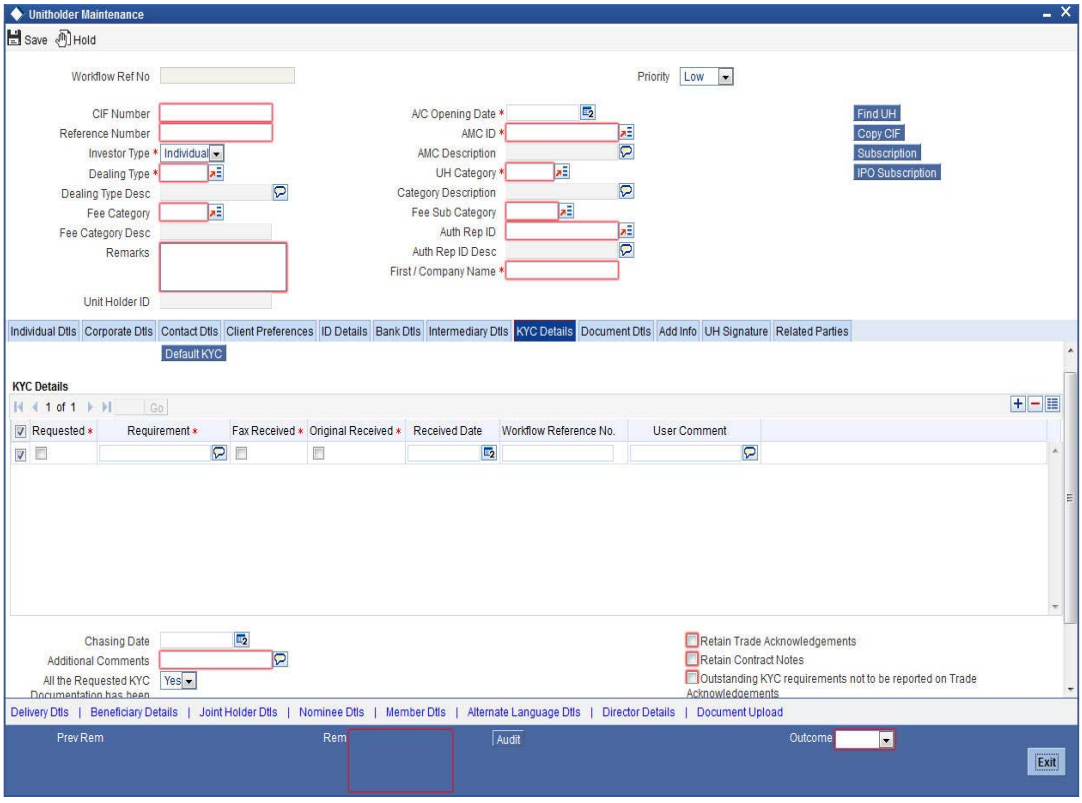
Default

Select 'Yes' to identify the intermediary that is to be reckoned as the default intermediary for the investor in the system. In the desired row, check this box.

1.1.10 KYC Details Tab

Depending on the type of country marked for the investor and the investor category, Unit Holder KYC list maintained for that type of country and investor category is displayed. You can check the documents received from the investor and link the KYC list to the unit holder being created.

Click on the 'KYC Details' tab.



Here you can enter the following details:

Requested

By default, documents belonging to type Standard are marked are ‘Requested’. You are not allowed to uncheck the standard documents.

However, you may check or uncheck any additional documents.

Requirement

Both, standard and additional list of documents maintained for the combination of country type and investor category are displayed here. You may add additional documents, if required.

You cannot add additional documents once the ‘All the requested KYC documentation has been received’ check box has been checked.

Fax Received

Check this option to indicate that the investor has faxed a copy of the required document.

Original Received

Check this option to indicate that the investor has submitted the original document.

Received Date

Specify the date on which the document was received.

Workflow Reference No

Enter the workflow reference number (number of the corresponding document from the external imaging system) here.

User Comment

Specify any narrative, or descriptive text, if any, concerning the document.

Delete Button

You can delete a record by clicking ‘-‘ button.

Documents defaulted from KYC maintenance cannot be deleted. However, Adhoc documents added during UH creation can be deleted before checking the ‘All the requested KYC documents has been received’ option.

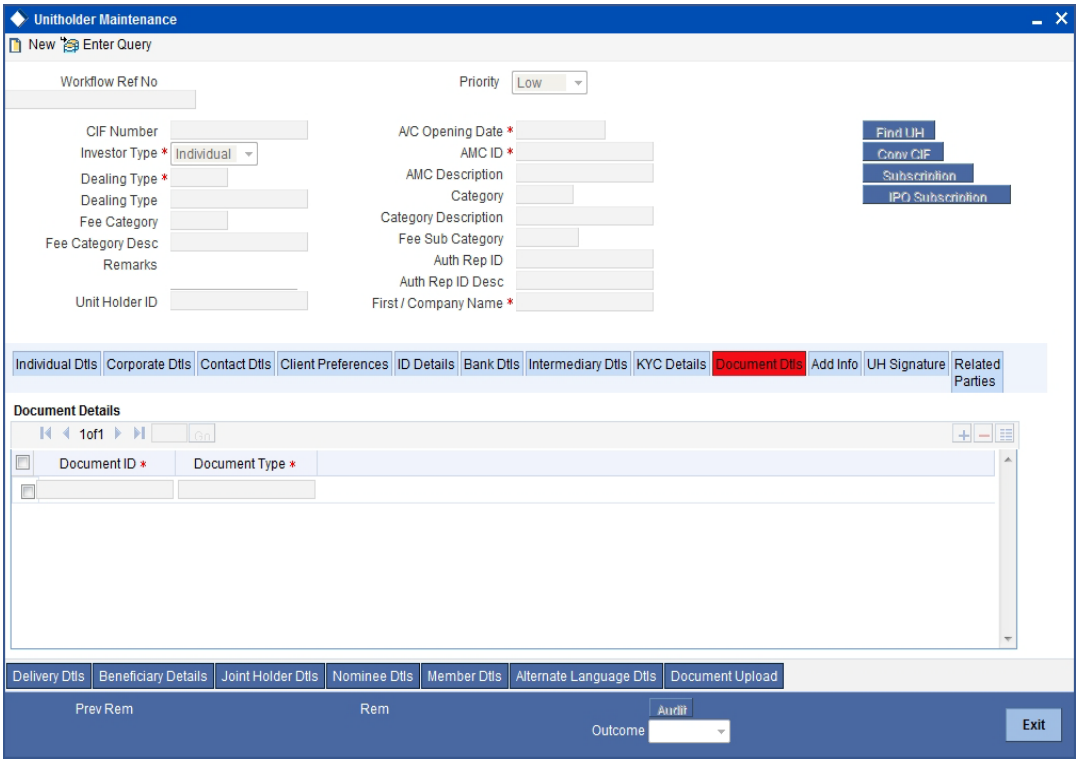
For further details, please refer ‘KYC Details Tab’ section in ‘Managing Investor Account’ Chapter in Entities User Manual.

1.1.11 Document Details Tab

Document Management System or DMS is used to scan and store documents like Account Opening form, Transaction form, Identity Proof etc. In this section, you can specify the document type for the unit holder. The document types can be maintained in the System Parameters Maintenance screen.

For further information on maintenance of system parameters, refer to the chapter ‘Maintaining System Parameters’ in Volume 1 of the Fund Manager user manual.

Click on the ‘Document Details’ tab.



Here you can enter the following details:

Document ID

You can either enter the document id in this field or choose the document id from the option list**.**

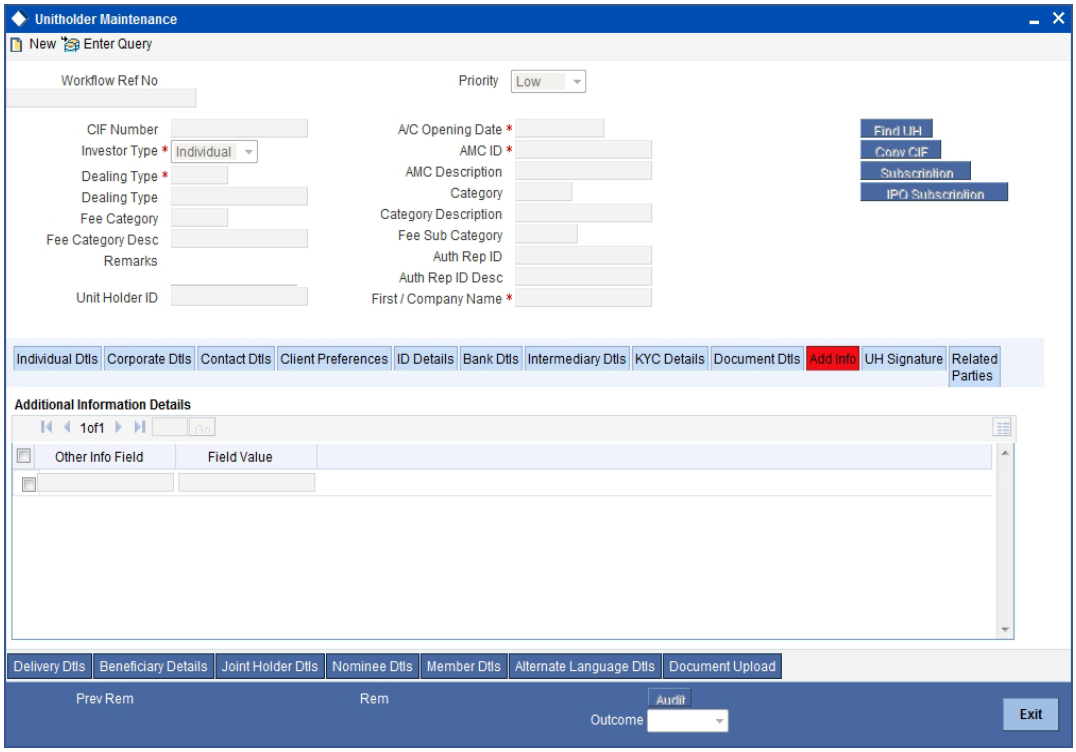
Document Type

The system updates the document type once you choose the document ID.

1.1.12 Additional Information Tab

If the AMC has designated any additional information heads for investors, you can indicate the relevant information applicable to the investor under each head, in this section.

Click on the ‘Additional Info’ tab.



Here you can specify the following details:

Other Info Field

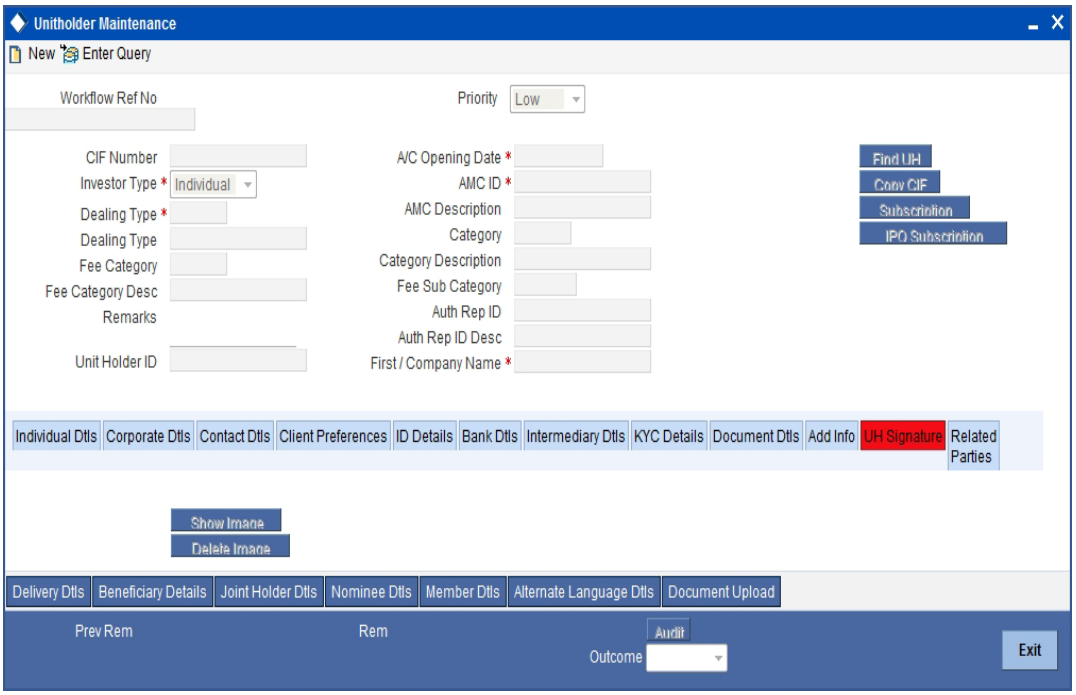
Select this option to allow the system to display the additional fields maintained.

Field Value

Select the value for the additional field from the option list.

1.1.13 Unit Holder Signature Tab

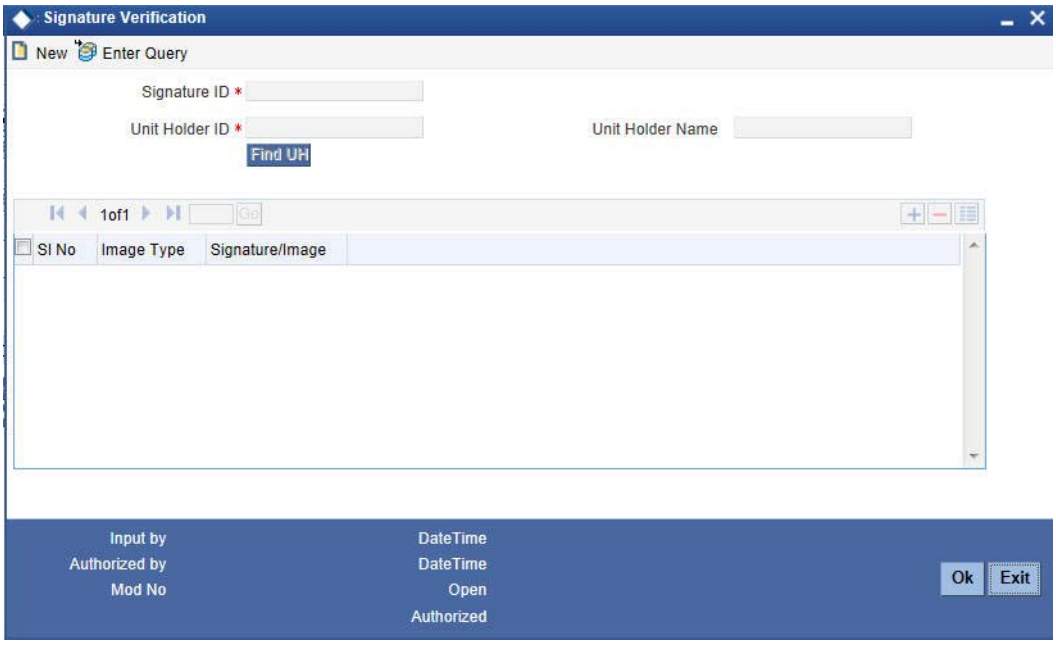
You can upload the document containing unit holder's signature's signature using the UH Signature tab in the Unit Holder Maintenance screen.



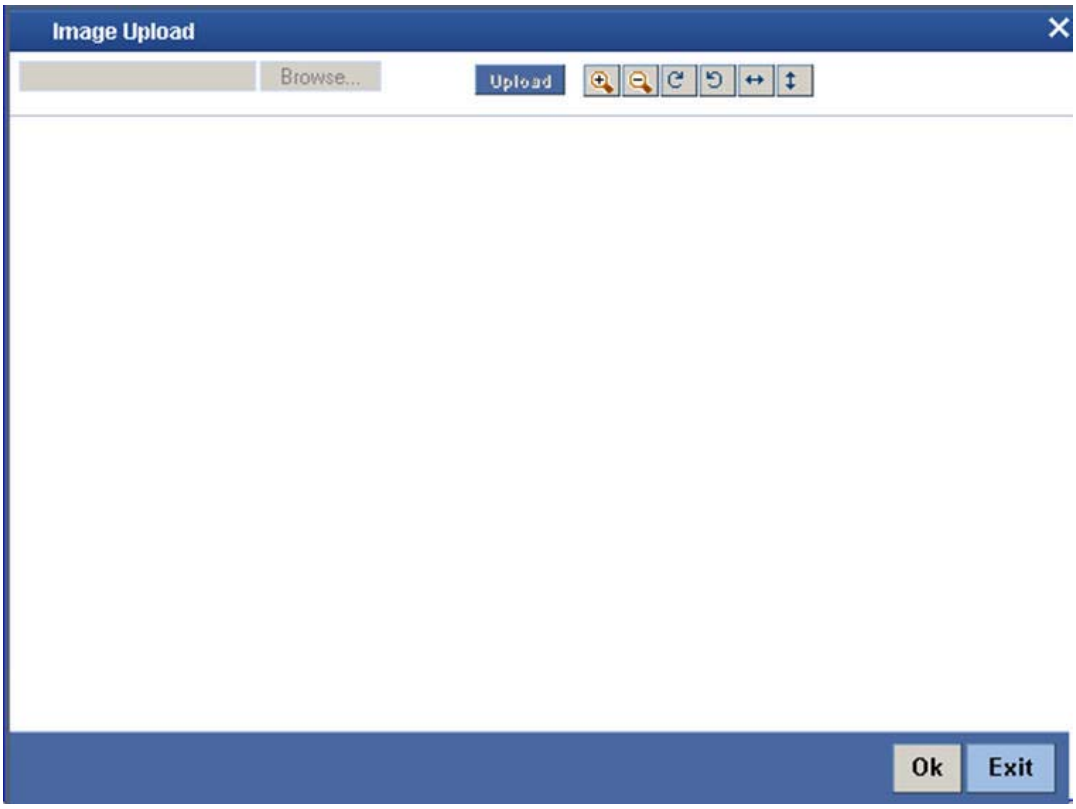
Upon clicking the UH Signature tab, you will find the following two buttons:

- Show Image
- Delete Image

Click on the show image button to invoke the Signature Verification screen:



In the Signature Verification screen, click on Document Upload button to invoke the image upload screen.

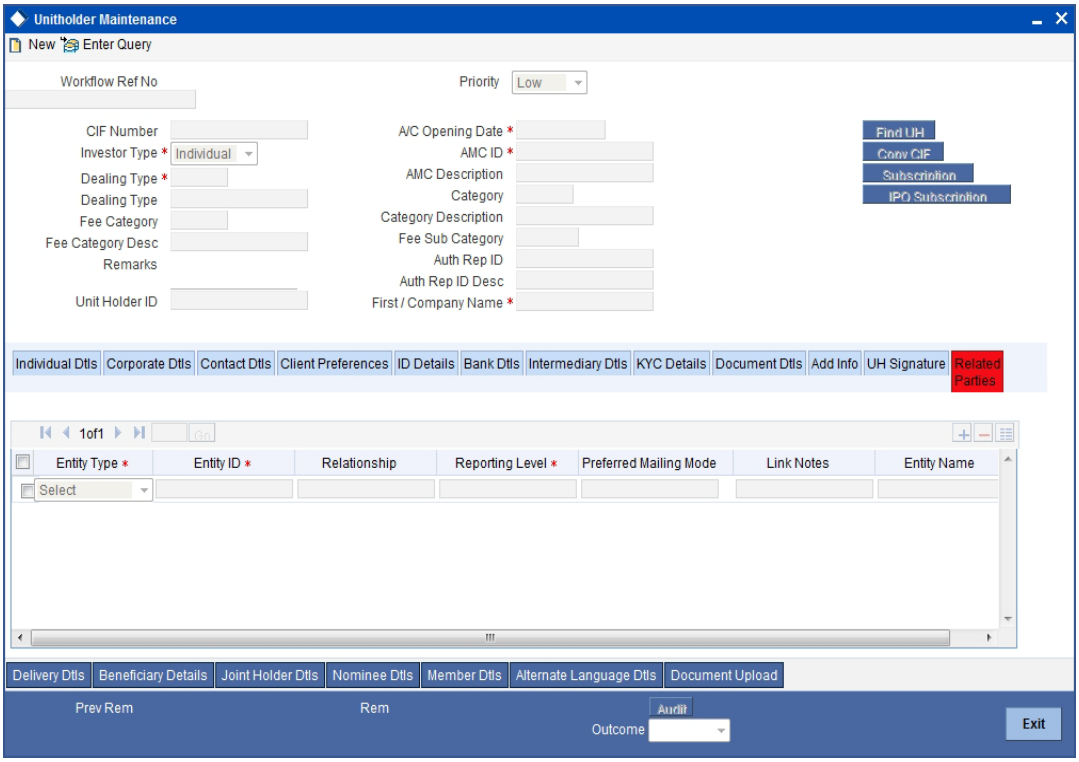


In the image upload screen you can browse for the required document or image and click upload button. After uploading the document, click OK to exit.

1.1.14 Related Parties Tab

You can link authorized ‘Related Parties’ entity with unit holder at the time of unitholder creation. Click ‘Related Parties’ tab in the Unitholder Maintenance screen. You can link multiple ‘Related parties’ and add, modify or delete the linked related parties.

These details are used to send unit holder reports to the linked entities. The report sent is based on the reporting level selected while creating unitholder.



The following details are entered for maintaining related parties:

Entity Type

Mandatory

Select the entity type from the following:

- Related Parties
- Agent
- Agency Branch
- Unit Holder
- CIF
- Broker

Entity ID

Mandatory

Select the entity ID from the option list. These entities are based on the Entity Type chosen.

Entity Name

Display

The entity name gets displayed on selection of entity ID.

Reporting Level

Mandatory

Select the reporting level from the list. The following are the reporting levels:

- A: All Reports
- C: Contract notes and trade acknowledgement

- V: Valuations and statements
- N: No Reporting

Preferred Mailing Mode

Mandatory

Select the preferred mailing mode from the list. The following are the preferred mailing modes:

- Mail
- E-Mail
- Fax
- SWIFT

Link Notes

Optional

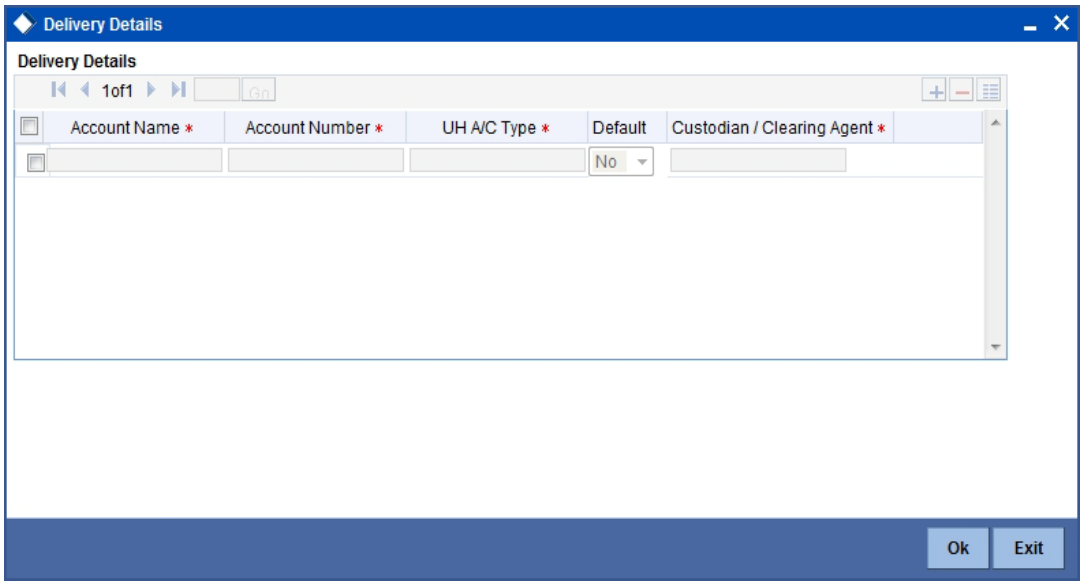
The link notes stores free format text which is used to explain the reason for linking the entity with the unit holder.

Note

Related Parties are captured for informational purpose only and no processing impact is associated.

1.1.15 Delivery Details Button

Click on the 'Delivery Details' tab.

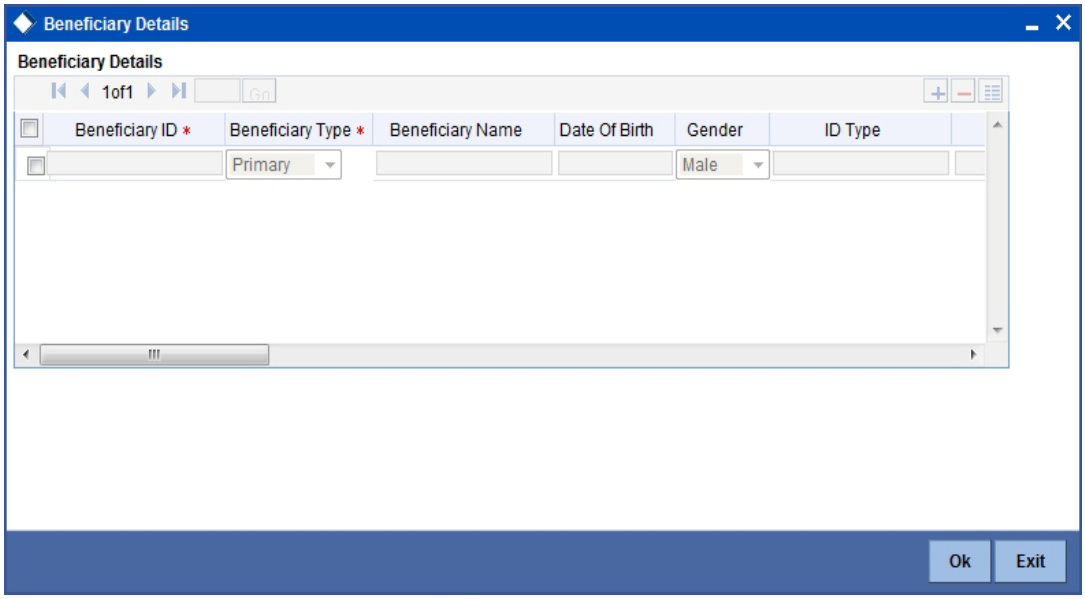


Here you can enter the following details:

- UH A/c Type
- Custodian/Clearing Agent
- Account Number
- Account Name
- Default

1.1.16 Beneficiary Details Button

Click on the ‘Beneficiary Details’ tab.



Here you can capture the following details:

Beneficiary ID

If the beneficiary is an existing unit holder, you can invoke the ‘Find Options’ screen to specify the desired unit holder, by using the search criteria. Else, specify the same.

Beneficiary Type

Specify whether the beneficiary is a primary or secondary holder.

Beneficiary Name

Specify the name of the beneficiary.

Date of Birth

Enter the beneficiary’s date of birth.

Gender

Specify the gender of the beneficiary.

ID Type

Select the identification type of the beneficiary from the drop-down list. If the beneficiary is a valid Unit Holder, the identification type will be displayed.

ID Number

Specify the identification number of the identification type of the beneficiary. If the beneficiary is a valid Unit Holder, the identification number will be displayed.

Relation

Specify the relationship of the beneficiary with the unit holder. If the beneficiary is a valid Unit Holder, the relationship will be displayed.

Award %

Specify the percentage of the unit holder’s holdings that belongs to the beneficiary. The award should sum up to 100.

Address

Specify the contact address of the beneficiary.

IBAN

Specify the beneficiary IBAN.

Delete

Use this check box to identify any beneficiary details that must be marked for deletion. In the desired row, check this box. When you have selected all the accounts to be deleted, click the Delete link at the top of the section.

Add link

Click this link to add a new row in this section.

Bank

Specify the bank code of the beneficiary's bank. You can select the same from the option list, if the bank code is a valid code in the system.

Branch

Specify the branch of the bank that you have selected. You can select the same from the option list, if the branch is a valid one in the system.

Account Type

From the list, select the nature of the account held by the beneficiary.

Account Currency

Select the currency of the bank accounts that you are designating for the beneficiary.

Account Number

Specify the number of the account held by the beneficiary in the selected bank.

Account Name

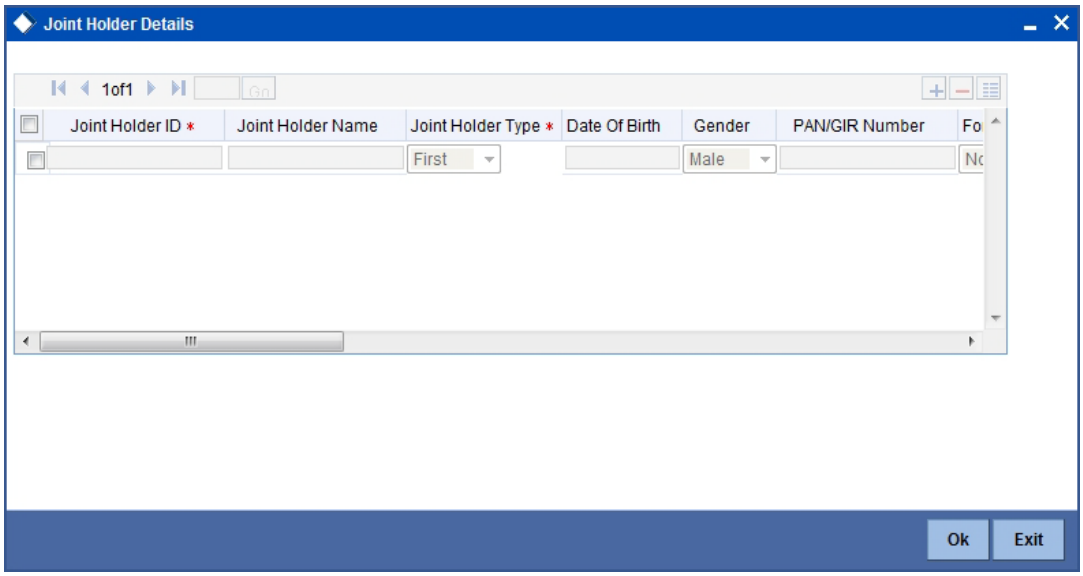
Specify the name in which the beneficiary holds the specified bank account.

1.1.17 Joint Holder Details Button

You can specify the names of any joint unit holders to be considered for joint unit holder accounts, or 'Either' or 'Survivor' accounts.

For accounts with the operation type as either Joint or Either or Survivor, you must specify the name of at least one joint unit holder for such an account, as mandatory information.

Click on the ‘Joint Holder’ tab.



Here you can capture the following details:

Joint Holder ID

Select the ID of the joint account holder from the list of IDs available.

Joint Holder Name

Specify the name of the Joint Holder.

Joint Holder Type

Select the Type of joint account from the drop down list.

Date of Birth

Enter the joint account holder’s date of birth.

Gender

Specify the gender of the joint account holders.

PAN/GIR Number

Specify the Permanent Account Number (PAN) of the joint account holders in the respective text boxes.

Form 60/61 Available?

Indicate whether Form 60/61 is available for the joint holders in case they don’t have a PAN.

Country of Domicile

Select the country of domicile from the option list provided; these details are maintained as part of Country Maintenance.

Recover CGT?

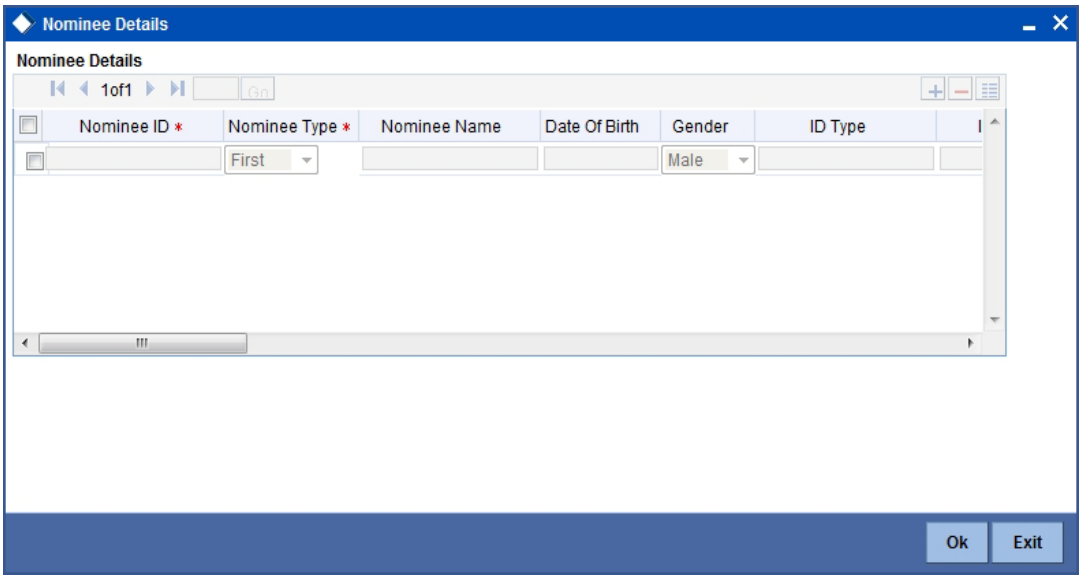
Check this option, if the tax on capital gain has to be deducted from the transaction (Redemption, Transfer and Switch)

Address Line 1 and Address Line 2

Click on the ‘Address Details’ link to view the Address text box. Here you can enter the address of the joint account holder.

1.1.18 Nominee Details Tab

Click on the ‘Nominee Details’ tab.



You can specify the details of one or more nominees, if any, for the unit holder. A nominee could be an existing Unit Holder in the system or could be an external entity.

Here you can enter the following details:

Nominee ID

If the nominee is an existing unit holder, you can invoke the ‘Find Options’ screen to specify the desired unit holder, by using the search criteria. Else, specify the same.

Nominee Type

Enter the type of Nominee.

Nominee Name

Specify the name of the nominee.

Date of Birth

Specify the date of birth of the designated nominee.

Gender

Specify the gender of the nominee.

ID Type

Select the identification type of the nominee from the drop-down list. If the nominee is a valid Unit Holder, the identification type will be displayed.

ID Number

Specify the identification number of the identification type of the nominee. If the nominee is a valid Unit Holder, the identification ID will be displayed.

PAN/GIR Number

Specify the Permanent Account Number (PAN) of the nominee.

Relation

Specify the relationship of the nominee with the unit holder. If the nominee is a valid Unit Holder, the relationship will be displayed.

Award %

Specify the percentage of the investor's holdings that belongs to the nominee. The award should sum up to 100.

Address

Enter the address of the nominee.

E-Mail

Enter the e-mail ID of the nominee.

Contact Person

Enter the name of the nominee's contact person.

The Bank Details Link

Here, you can capture the nominee bank details. Click on the Bank Details link to invoke the Bank Details screen.

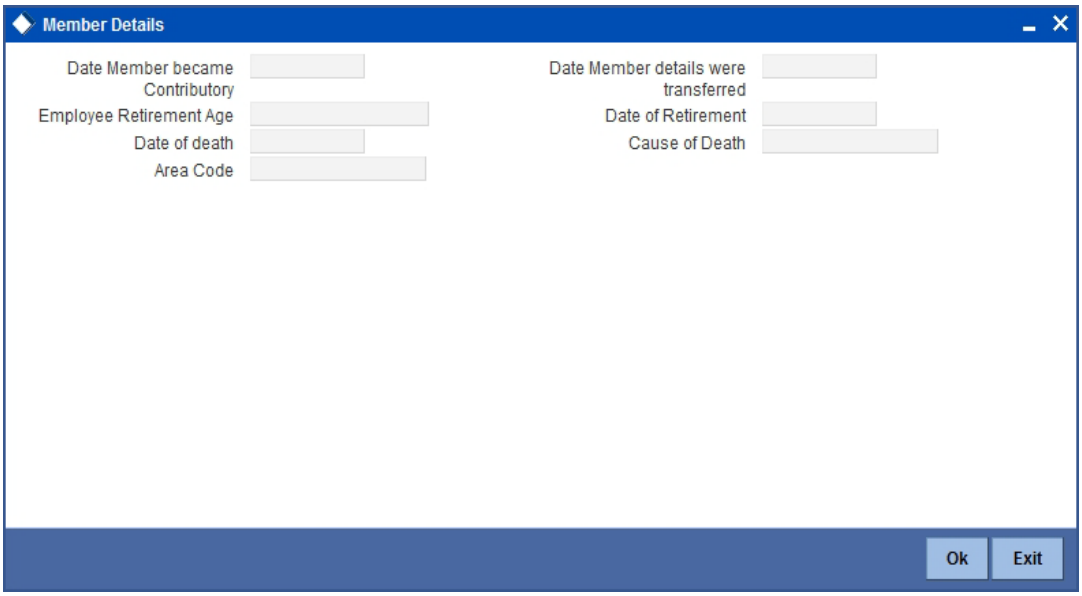
IBAN

Specify the IBAN of the nominee.

For further information on the Bank Details screen, refer The Bank Details Section under ID Details discussed later in this chapter.

1.1.19 Member Details Button

Click on the 'Member Details' tab.



Here you can enter the following details:

Date member became contributory (DD/MM/YYYY)

Enter the date on which the investment account was created, i.e., the date on which the investor made the first contribution towards the retirement plan.

Date member details were transferred (DD/MM/YYYY)

If the retirement account was transferred from a different AMC, then specify the date of account transfer.

Employee retirement age

Specify the age that will be considered as retirement age for this unit holder.

Date of retirement

Based on the retirement age specified for the investor, system derives and displays retirement date in this field.

Date of Death (DD/MM/YYYY)

If the unit holder is deceased, enter the date on which the unit holder died.

Cause of death

If the investor is deceased, then specify the cause of death here.

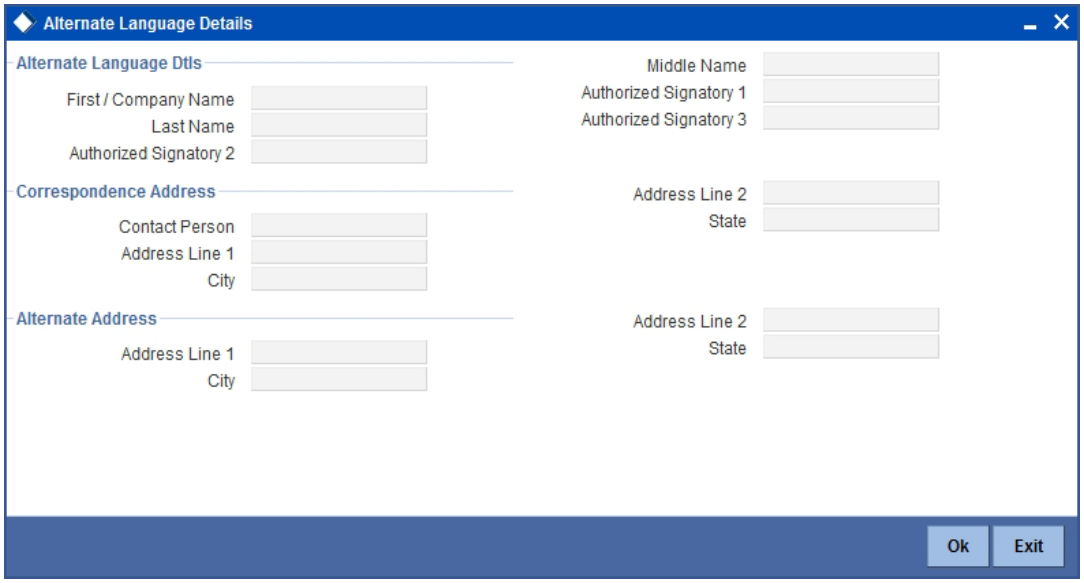
Area Code

If the unit holder is deceased, select the area code of the unit holder's residence from the available list of values. The list displays all the values maintained for the parameter AREACODE in the Parameters Maintenance.

You are allowed to invoke the Member Details screen only if the client country parameter 'RETIREMENTCHK' has been set to true for your bank.

1.1.20 Alternate Language Details Button

Click on the 'Alternate Language Details' tab.



You can specify the customer details and customer contact details in the desired alternate language.

Here you can capture the following details:

First Name

Specify the first name of the individual investor in the desired alternate language.

Company Name

Specify the name of the company for the corporate account in the desired alternate language.

Middle Name

Specify the middle name of the individual investor in the desired alternate language.

In case of a corporate customer, you need to enter the following information instead of the investor name:

Authorized Signatories

Specify the names of any authorized signatories that must be deemed as valid for the company in the desired alternate language.

Address Lines 1-2

Specify the default postal address that is to be used for correspondence with the investor in the desired alternate language.

City

Specify the name of the city of residence of the investor in the desired alternate language.

State

Specify the state in which the city of residence of the investor is located in the desired alternate language.

Contact Person

Specify the name of the contact person for the company in the desired alternate language.

Alternate Address - Address Lines 1-2

Specify the alternate postal address that is to be used for correspondence with the investor in the desired alternate language.

Alternate Address – City

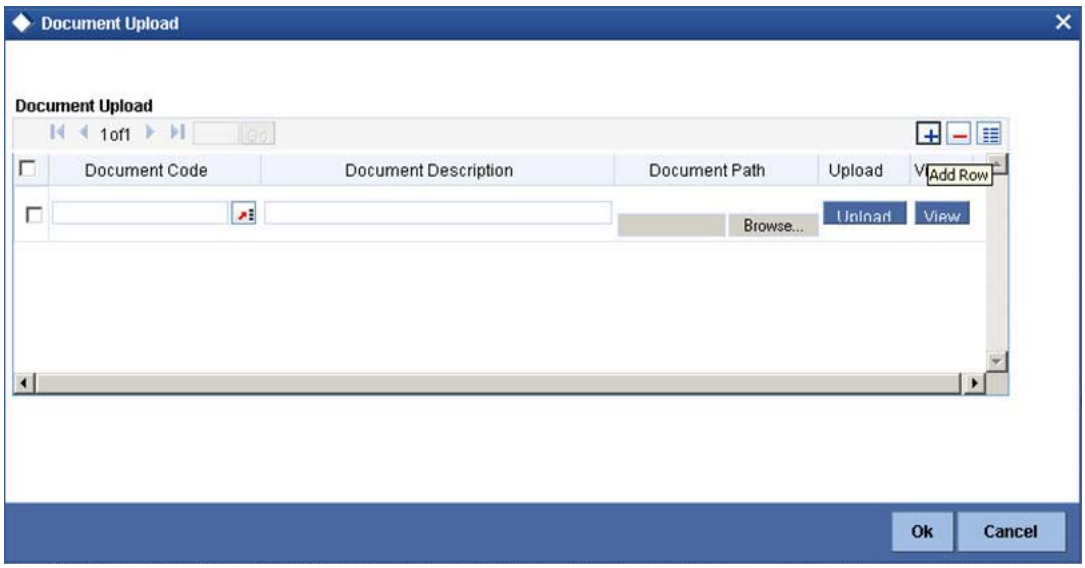
Specify the name of the city of residence of the investor in the desired alternate language.

Alternate Address – State

Specify the state in which the city of residence of the investor is located in the desired alternate language.

1.1.21 Documents Upload Button

You can upload documents to the Oracle IPM (Oracle Imaging and Process Management). Click ‘Documents Upload’ button to upload the documents.



Document Code

Specify the document to be uploaded. You can also select the document to be uploaded from the option list. The option list consists of the valid documents codes mapped to the process.

Document Description

The description of the selected document code is displayed,

Document Path

Specify the path of the document to be uploaded. You can browse the path by selecting the ‘Browse’ button.

Upload

Click ‘Upload’ button to upload the documents.

View

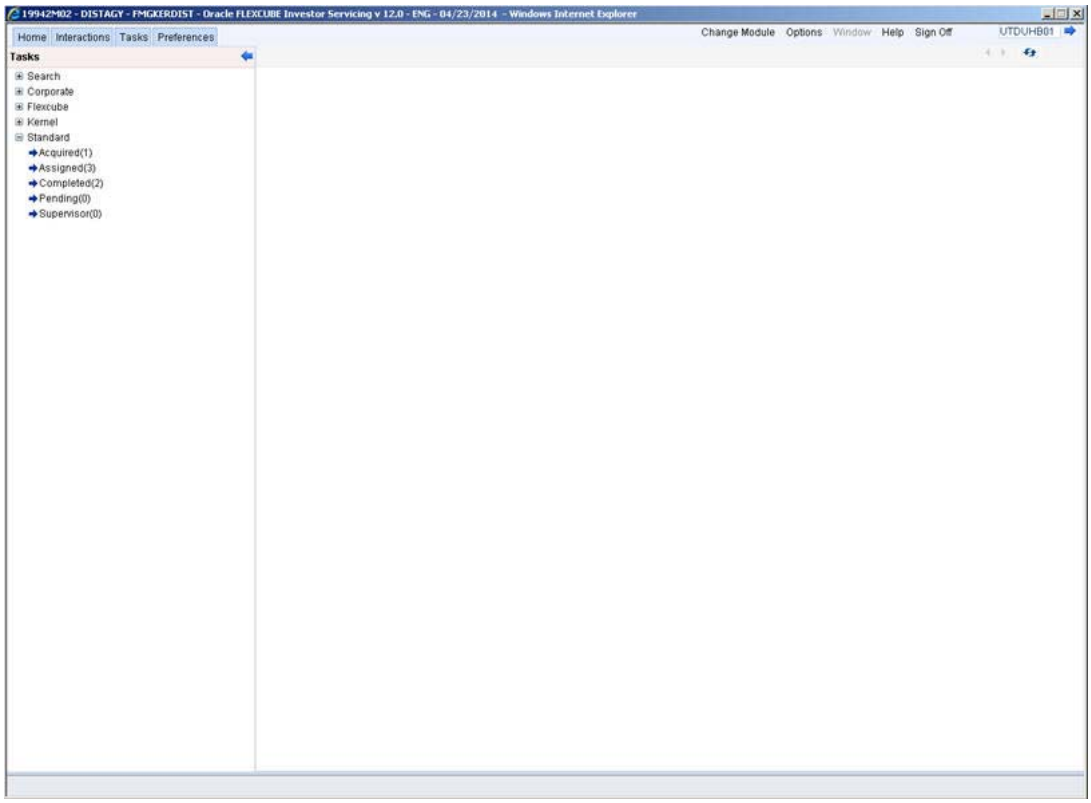
Click ‘View’ button to the view the documents uploaded.

1.1.22 Submit the Transaction to the Processing Hub

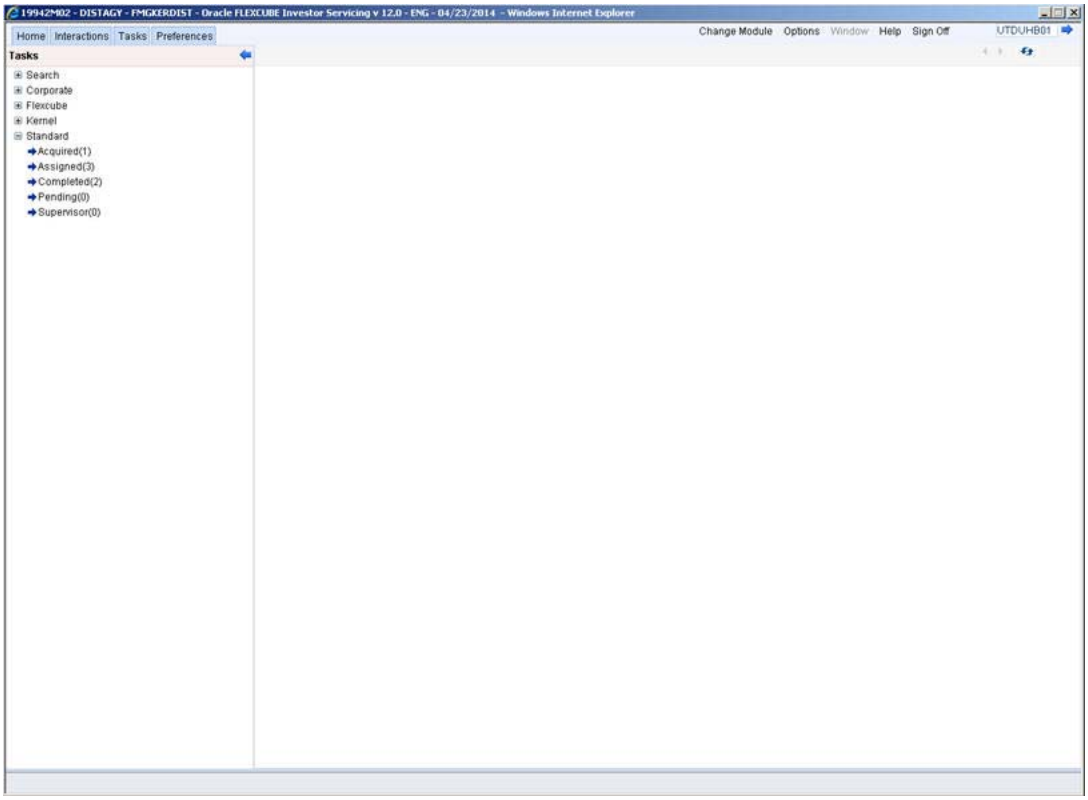
After you enter the details, you can either put the process on Hold or approve the details. To put the process on hold, select ‘Hold’ from the Actions menu. Click ‘OK’ button to save. After the data is saved in the first stage, the task will appear in the ‘Pending’ items list. An authorized user can then acquire the task and then operate on it.

1.1.23 Acquire the Task for Further processing

You can query on tasks by clicking on ‘Task’ option in the Application Browser.



Based on the access control defined through the Security Management, the system builds the Summary dashboard for every user.

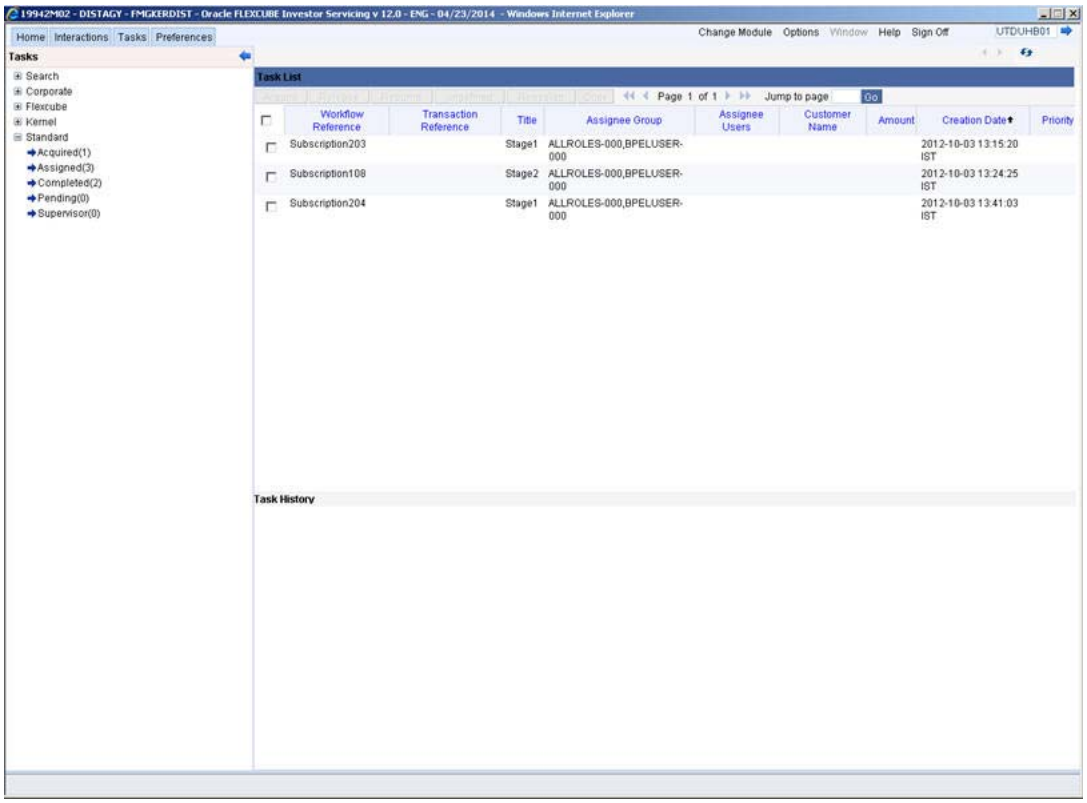


In this dashboard, tasks are available for a User under the following categories.

- Pending – These are the tasks that are waiting for the users to act upon.
- Assigned – These are the tasks that have assigned for action by a particular user.
- Completed – These are the tasks that has been completed or acted upon on a particular business day.
- Expired – These are the tasks that have been in pending status for particular period of time and have expired. Any task that has not been acted upon within a pre-defined time limit is moved into the Expired queue. Once a transaction moves into this category, it becomes unavailable for further processing in the workflow layer.

In each of these lists, the system displays the number of transactions that are assigned a high priority.

Click on the 'Pending' task list to view all transactions which are pending.



You can acquire any transaction in your 'Pending' list by clicking ‘Acquire’ button against the transaction.

Once you acquire a transaction, you can view its details by double clicking on it.

You’ll be returned to the Summary Dashboard. The transaction that you acquired would now have moved to your ‘Acquired’ list. Click on the ‘Acquired’ list to view the details.

If you do not wish to work on that task, click on Release button. The task will move to the Pending List.

Click on the ‘Reference No’ of any transaction to view its details.

1.2 Stage 2 - Validation and Enrichment Stage

In this stage, you can view/edit/delete the details containing the data which was saved in the Initial stage. You can also upload the documents to Oracle IPM.

Follow the steps mentioned above to ‘acquire’ the task.

You can enter the details which you had not entered in the first stage. Based on the validation, certain fields will be mandatory in this stage.

After you enter the details, you can then put the process on Hold or save and proceed.

- To put the process on Hold, select the option ‘Hold’ under ‘Actions’ menu.
- To proceed to the next stage, choose ‘Approve’ and click ‘OK’ to save.

Once you save the second stage, the system performs all mandatory validations and business checks on the details that you have entered. The system displays any error it encounters and allows you to correct the details. You will be able to proceed to the next stage only after all you resolve the errors.

If you ‘Reject’ the second stage and save the process, the system will terminate the task.

1.3 Stage 3- Verification Stage

On successful completion of the second stage, you can acquire the task from the ‘Pending’ list. Only an authorized user can acquire the task for further processing.

In this stage, you are required to verify the documents uploaded. Check the ‘Verify’ option in the ‘Doc Verification’ screen and click ‘Ok’ button to verify each documents to be uploaded.The documents will be uploaded to Oracle IPM.

Once you acquire the task, you can put the process on Hold or approve to save the process. On saving the third and final stage, the data is stored in FCIS.

Note

The documents uploaded are not saved in the FCIS system and can only be viewed till the final stage of the BPEL workflow.

2. Function ID Glossary

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